

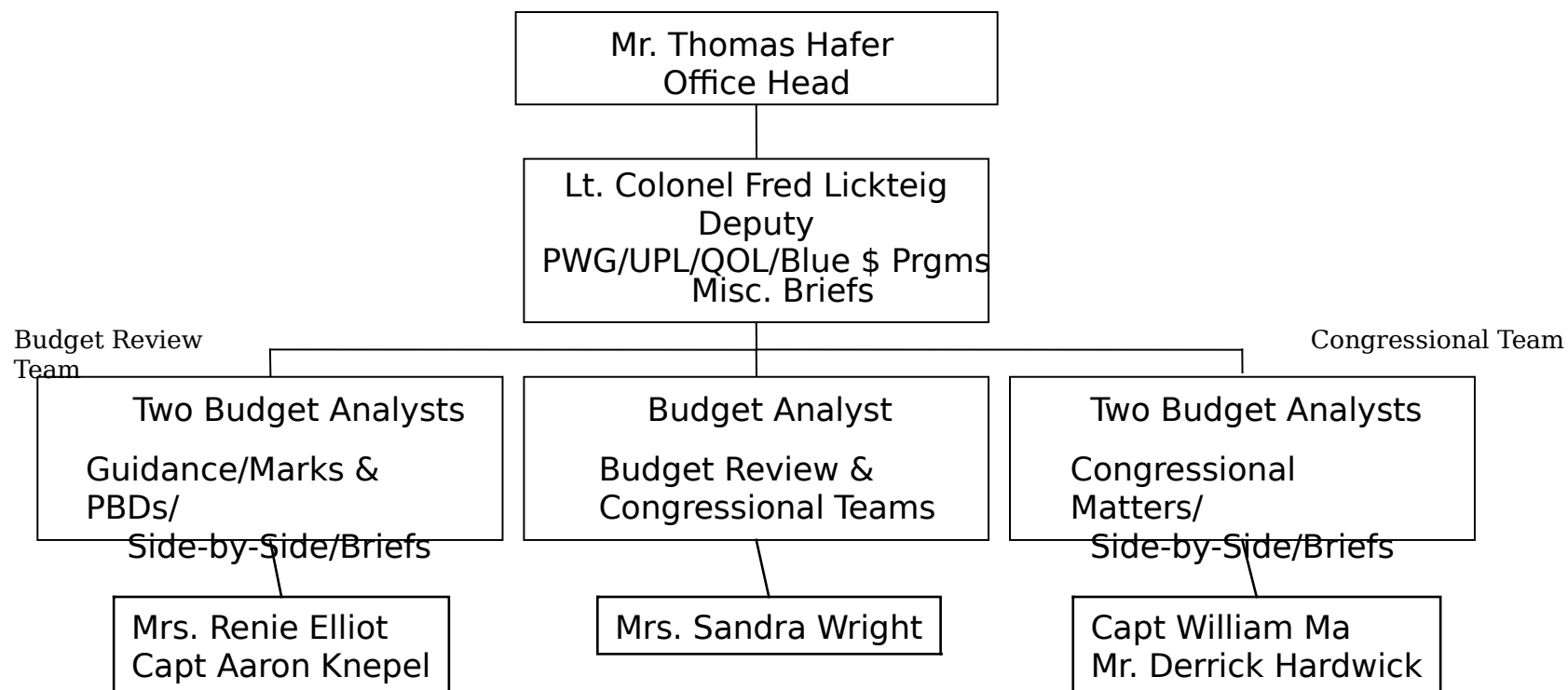


BUDGET COORDINATION OFFICE (RFC)

As of 24 April 2003



Coordination Office





Office Head

- Coordination/Supervision of :
 - Budget Review
 - Congressional Testimony Prep for CMC, ACMC, other Senior USMC Officials
 - Brief Preparation
 - Unfunded Programs List



Office Head (Cont'd)

- Coordination/Supervision of:
 - Quality Control Point for All USMC Info To Hill
 - RF "Library"
- -Navy Financial Management Intern Program



Deputy

- Miscellaneous Duties:
 - POM Working Group Non-Voting Member
 - Unfunded Priorities List Publication & Maintenance
 - Quality of Life Funding Issues
 - “Blue \$” Issues
 - DoNPIC Coordination
 - Weekly Update



Team Concept

- Two Major Functional Areas Organized Into Teams:
 - Budget Review Team
 - Congressional Liaison Team



Budget Review Team

- Team Members
 - Two full time Budget Analysts
 - Augmented by additional Budget Analyst
- RF/NavCompt/OSD Budget Reviews
- Miscellaneous Duties



Budget Review

- RF/NavCompt/OSD Reviews
 - Distribute budget guidance
 - Distribute marks/PBDs to sponsors via IRS
 - Receive/distribute reclamas as appropriate
 - Maintain daily marks/PBD log for Mr Dixon
 - Schedule RF reviews
 - Inform appropriate personnel of NavCompt review schedule



Budget Review

- RF/NavCompt/OSD Reviews (cont'd)
 - Maintain Appropriation tracks
 - Maintain I.R.S. Data Base of Marks, PBD's, Reclamas, Coordination Memos
 - Coordinate USMC actions on Marks/PBDs
 - Serve as information clearinghouse
 - Coordinate and review input to Navy Budget Highlights Books



Budget Review

- Miscellaneous Duties
 - Internal Management Control program
 - Miscellaneous briefs and reports
 - Assist in preparation and review of "Brain Books"
 - Coordinate and review obligation and outlay phasing plans



Congressional Liaison Team

- Team Members
 - Two full time Budget Analysts
 - Augmented by additional Budget Analyst
- Congressional Data Requests
- Congressional Hearing Cycle
- Congressional Mark-up Process
- Miscellaneous Duties



Congressional Data Requests

- Congressional Data Request Requirements
 - Task and review responses to Appropriations Committee requests
 - Review responses to Authorization Committee requests
 - Coordinate Appropriations Committee Staff Briefs



Congressional Hearing Cycle

- Hearing Cycle Requirements
 - Distribute hearing schedules
 - Task/edit/prepare briefs to prepare CMC/ACMC and other Senior USMC Officials for testimony
 - Coordinate briefs for CMC & ACMC
 - Task and coordinate pre-hearing congressional staff member briefs
 - Task/review/edit prepared statements and opening remarks



Congressional Hearing Cycle

(Cont'd)

- Distribute advance questions from Committees
- Task and review editing of transcripts
- Task Questions for the Record (QFRs) and review/edit responses via IRS
- Prepare/Coordinate/edit and review input to Concepts and Issues
- Prepare/Coordinate/edit and review input to Legislative Plan



Congressional Liaison

- Congressional Mark-up Process
 - Prepare synopsis of marks
 - Task and review submission of Appeals
 - Prepare Congressional Side-by-Side and Executive Summary
 - Task and review Reprogramming Requests (Omnibus, etc.), Emergency Supplemental Requests, Etc.



Congressional Liaison

- Miscellaneous
 - Maintain Congressional library (Bills/Committee reports/Public Laws)
 - Order and distribute committee reports
 - Send Congressional updates to the Field/Appropriation sponsors/Program sponsors



Contacts

- External to USMC
 - Nav Compt
 - OSD/OMB
 - Navy OLA
 - Sec Def OLA
 - Congress
 - Nav Air
 - N8



Contacts (Cont'd)

- DoN PIC
- OPA
- ASN RDA Congressional Liaison Staff

- Internal to USMC
 - CMC/ACMC's Office
 - All HQMC Depts/Div
 - MCCDC
 - SysCom - DFM
 - Field Comptrollers